

for APS Users

APS Information Technology Group

M. Westbrook

Outline

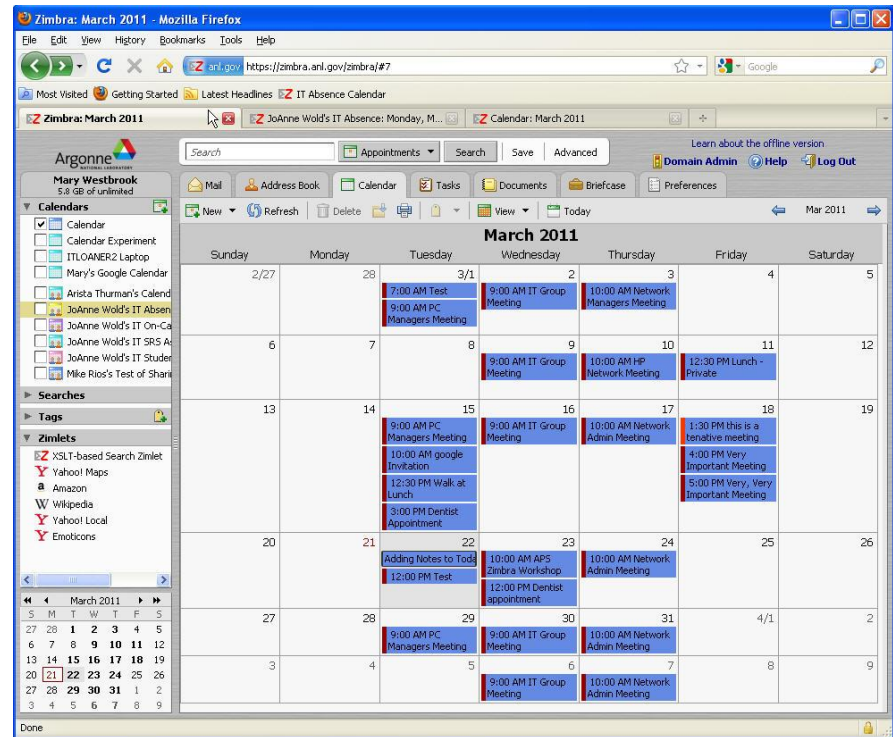
- Session 1: Introduction & Email
- 5 minute break
- Session 2: Calendar



Zimbra Calendar

Zimbra Calendar

- ZWC Benefits:
 - Usable lab-wide, can schedule meetings with users and rooms outside APS
 - User friendly
- Each Zimbra user has a personal calendar
 - Users migrated from Sun Calendar System optionally elected to migrate data from their personal calendar
- With Zimbra, calendar terminology:
 - Appointments
 - Events
 - Meetings
- Users can:
 - Create appointments
 - Create recurring events
 - Schedule all day events
 - Accept/Tentative/Reject an invitation with one click
 - Create additional calendars
 - Share their calendars with other users on and off-site
 - Delegate calendar management
 - Accept calendar shares
 - View calendar in various ways and print
 - Use color for quick calendar recognition
 - Schedule meetings
 - View multiple calendars to see potential scheduling conflicts
 - Import and export calendars



Zimbra Resource Calendars for APS

- Following Zimbra migration (~April 2011),
 - APS resource calendars will be created
 - Data will be migrated from Sun Calendar System
- APS Resource Calendars
 - Groups (Absence, Travel, On-Call, etc.)
 - Conference Rooms
 - Equipment scheduling (Video Conference)
- Public view calendars are an issue that needs to be resolved Lab-wide
- In future, when scheduling a meeting, include the resource (Conference Room) on the attendee list

Add/Delete an Appointment, All-day, or Recurring Event



The image displays three screenshots of the Zimbra web interface, illustrating the process of adding and editing appointments.

Top Screenshot (Appointment Details): Shows the 'Appointment Details' window. The 'Repeat' section is highlighted with a red circle, showing 'Every Wednesday' and 'End after 1 occurrence(s)'. The 'Time' section is also highlighted with a red circle, showing 'Start: 3/9/2011 9:00 AM' and 'End: 3/9/2011 10:30 AM'.

Bottom Left Screenshot (QuickAdd Appointment): Shows the 'QuickAdd Appointment' dialog box. The 'Repeat' section is highlighted with a red circle, showing 'Every Week' and 'No end date'. The 'More Details...' button is also highlighted with a red circle.

Bottom Right Screenshot (Appointment Details): Shows the 'Appointment Details' window. The 'All day event' checkbox is highlighted with a red circle and checked.

Text Overlay: A red text box at the bottom left states: "Recurring events with 'No end date' are scheduled 10 years in advance".

“Grayed-out” Appointments

Accept ▼ Tentative ▼ **Decline ▼** Propose New Time

test meeting

▼ From: Gregory A. Knott
To: Mary Westbrook

The following is a new meeting request:

Subject: test meeting

Organizer: "Gregory Knott" <gknott@zimbra.aps.anl.gov>

Time: 3:30:00 PM - 4:00:00 PM GMT -06:00 US/C

Recurrence: Every day No end date Effective Mar 17, 201

Invitees: "Mary L. Westbrook"

~~*~*~*~*~*~*~*

Zimbra: 3/14 - 3/18 - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Most Visited Getting Started Latest Headlines

Zimbra: 3/14 - 3/18 Zimbra Docs

Argonne
Mary Westbrook
5.8 GB of unlimited

▼ Calendars

- ☒ Calendar
- ☐ Calendar Experiment
- ☐ ITLOANER2 Laptop
- ☐ Mary's Google Calendar
- ☐ Arista Thurman's Calend
- ☐ Gregory Knott's Calenda
- ☐ JoAnne Wold's IT Absen
- ☐ JoAnne Wold's IT On-Ca
- ☐ JoAnne Wold's IT SRS A
- ☐ JoAnne Wold's IT Studer
- ☐ Mike Rios's Test of Shar

Searches

▼ Tags

- \$label1
- \$label2

► Zimlets

Appointments Search Save Advanced

Mail Address Book Calendar Tasks Documents Briefcase Preferences

New Refresh Delete View Today

	2011	Mon, Mar 14	Tue, Mar 15	Wed, Mar 16	Thu, Mar 17
8 AM					
9 AM			9:00 AM PC Managers Meeting	9:00 AM IT Group Meeting 401-82100	
10 AM			10:00 AM google Invitation	10:30 AM	10:00 AM Network Admin Meeting
11 AM					
Noon					
1 PM			12:30 PM Walk at Lunch		
2 PM					
3 PM			3:00 PM Dentist Appointment		
4 PM			4:30 PM - test mee...		
5 PM					

3:30 PM - test mee...

“Grayed out” appointments have been declined
(reminds users of what they turned down)

Tentative Appointments

The image shows a Zimbra email client interface. On the left, an email from Gregory A. Knott to Mary Westbrook is displayed. The subject is "this is a tentative meeting". The email body contains the following text:

The following is a new meeting

Subject: this is a tentative meeting

Organizer: "Gregory Knott" <gkno...>

Time: Friday, March 18, 2011, 1:30 PM

Required:

Optional: "Mary L. Westbrook"

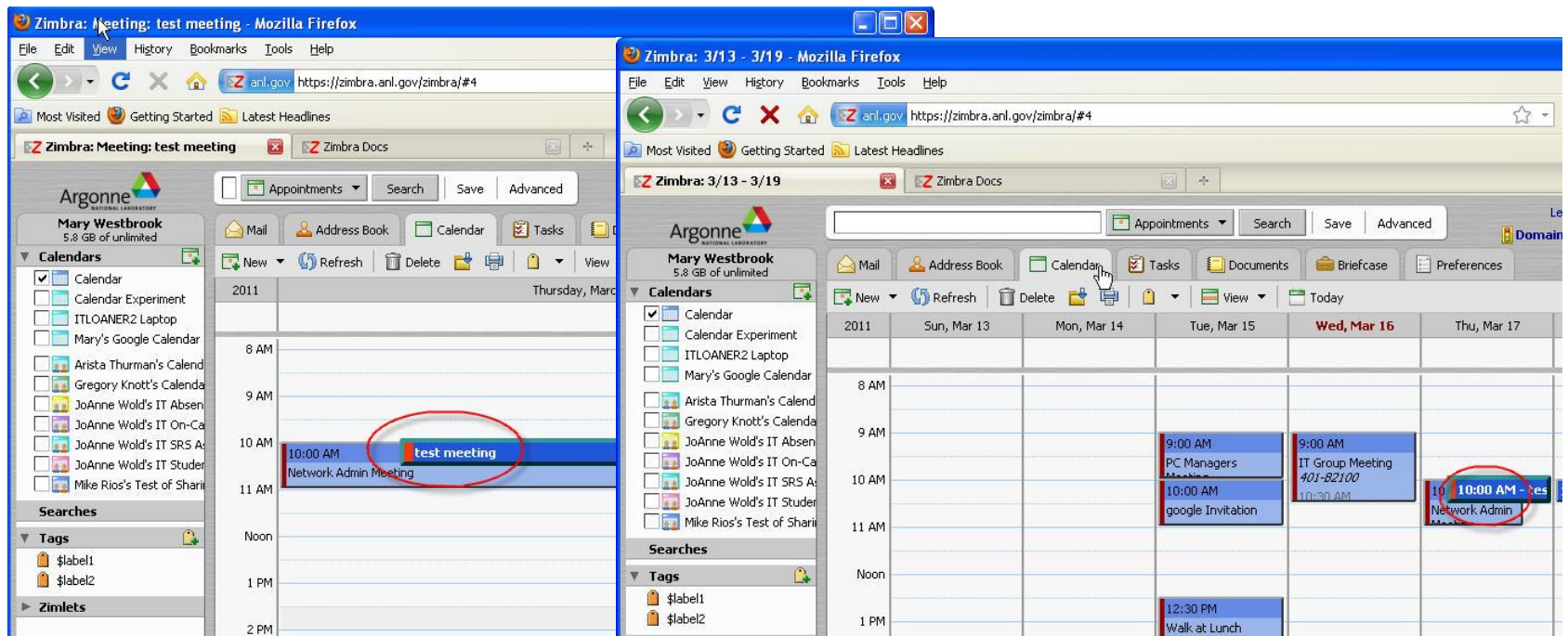
~~*~*~*~*~*~*~*~*

On the right, the Zimbra calendar interface is shown. The calendar view for March 13-19, 2011, is displayed. A red arrow labeled "Accepted" points to a 9:00 AM appointment on Wednesday, March 16. Another red arrow labeled "Tentative" points to a 1:30 PM appointment on Friday, March 18, which is circled in red. A third red arrow labeled "Declined" points to a 3:00 PM appointment on Friday, March 18, which is also circled in red. The calendar interface includes a sidebar with a list of calendars and a search bar. The main calendar area shows a grid of days with appointments listed in colored boxes.

Tentative appointments appear "faded"

Conflicting Appointments

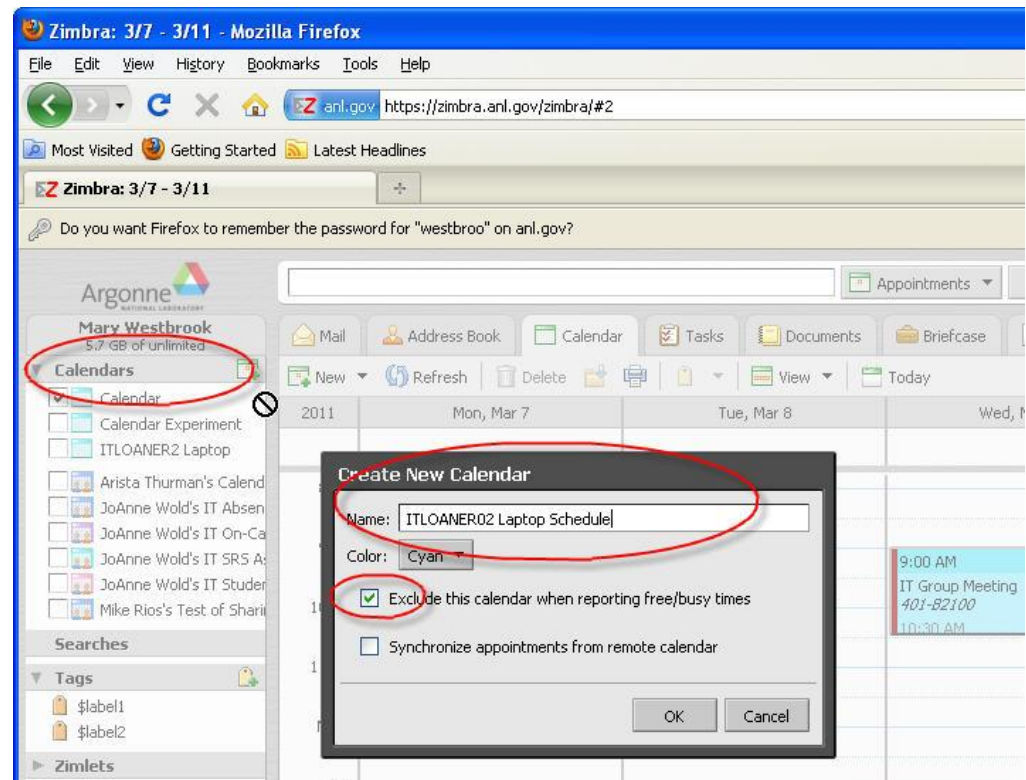
- Appointments that are in conflict:
 - Overlap other meetings
 - Identified with “bright red” vertical bar



Create/Delete Additional Calendars



- To create a calendar, right-click on “Calendars”, select “New Calendar”
 - Give the calendar a name
 - Select a color (optional)
 - Select whether to “exclude this calendar when reporting your free/busy times”
 - Select whether to “synchronize appointments from remote calendar”
- To delete a calendar, right-click on the calendar and select “Delete”



Sharing a Zimbra Calendar



- Using the ZWC, to share a calendar:
 - In the column on the left, right click on the calendar to be shared
 - Select “Share Calendar”
 - For Share with: select: Internal, External or Public
 - Enter their Zimbra email address; for example **user@zimbra.anl.gov**
 - Select Role: None, Viewer, Manager, Admin
 - Allow users to see private appointments, optional
 - Select Message type from pull-down menu, Send Standard Message (default)
- “user” will receive an email message indicating the calendar has been shared
- “user” must respond using ZWC
- To delegate calendar management to another user,
 - Select Role: Manager
 - Select “Allow user to see private appointments”
- **NOTE: When sharing for email address, do not use user@aps.anl.gov as this won't be recognized by the Zimbra server, must use user@zimbra.anl.gov**

ZWC: Accept Calendar Share



Zimbra: Inbox (7013) - Mozilla Firefox

File Edit View History Bookmarks Tools Help

anl.gov https://zimbra.anl.gov/zimbra/#5

Most Visited Getting Started Latest Headlines

Zimbra: Inbox (7013)

Do you want Firefox to remember the password for "westbroo" on anl.gov? Remember

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Mary Westbrook 5.7 GB of unlimited

Folders

- Inbox (7013)
- Sent (1413)
- Drafts (158)
- Junk
- Trash (6)

Mail Address Book Calendar Tasks Documents Briefcase Preferences

New Get Mail Delete Reply Reply to All Forward Junk View

From: Gregory Knott

Subject: Share Created: Calendar shared by Gregory Knott - The following share has been created: Shared item: Calendar (Calendar)

The auditbot "IPS" has raised an alarm - For a complete listing of the events that triggered this alarm please e

The auditbot "Attack external" has raised an alarm - For a complete listing of the events that triggered this al

☒ Accept Share ☐ Decline Share

Share Created: Calendar shared by Gregory Knott

From: "Gregory Knott" <gknott@aps.anl.gov>

To: westbroo@zimbra.aps.anl.gov

The following share has been created:

Shared item: Calendar (Calendar)

Owner: Gregory Knott

Grantee: westbroo@zimbra.aps.anl.gov

Role: Viewer

Allowed actions: View

Accept Share

Gregory Knott has shared their Calendar with you.

They have granted you the **Viewer** role, which means:

- You can **View** items in the folder.

Do you want to accept this share?

Name: Gregory Knott's Calendar

Color: Blue

Do not send mail about this share

Yes No

Zimbra: Trash (6) - Mozilla Firefox

File Edit View History Bookmarks Tools Help

anl.gov https://zimbra.anl.gov/zimbra/#5

Most Visited Getting Started Latest Headlines

Zimbra: Trash (6)

Do you want Firefox to remember the password for "westbroo" on anl.gov? Remember Never for This Site Not Now

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Folders

- Inbox (7013)
- Sent (1413)
- Drafts (158)
- Junk
- Trash (6)

Mail Address Book Calendar Tasks Documents Briefcase Preferences

New Get Mail Delete Reply Reply to All Forward Junk View

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Subject: Share Created: Calendar shared by Gregory Knott - The following share has been created: Shared item: Calendar (Calendar)

Tech Briefs INSIDER - 03/03/11 - Tech Briefs INSIDER - 03/03/11 In this edition, sponsored by Ineos, BJO, Integra Trash 33 KB Mar 10

NASA Tech Briefs INSIDER Special Edition - Defense Tech Briefs - In this edition, sponsored by DSA Electronics, Aeroflex, Resonance, Trash 42 KB Mar 09

Tech Briefs INSIDER - 03/08/11 - Tech Briefs INSIDER - 03/08/11 In this edition, sponsored by COMSOL, Master Bio Trash 39 KB Mar 08

FW: Hello m.Shrenik Kumar, I have some important news about an upcoming Transi - From: Jenna [mailto:jenna@anl.gov] Trash 57 KB Mar 08

Tech Briefs INSIDER - 03/03/11 - Tech Briefs INSIDER - 03/03/11 In this edition, sponsored by Slaughter Company, Trash 34 KB Mar 03

Share Created: Calendar shared by Arista Thurman - The following share has been created: Shared item: Calendar (Calendar) Trash 3 KB Mar 02

Create the Future Contest Opens For Entries - Dear Mary: you are invited to enter the 2011 "Create the Future" Trash 10 KB Mar 02



ZWC: Event Privacy



- Event Privacy
 - Public
 - Private
- By default, events are “public”
- Can configure “private” events
 - Add event
 - Mark it as a “private event”

QuickAdd Appointment

* Subject: Meeting after work

Location:

Show as: Busy Mark as: **Private**

Calendar: Calendar

Start Time: 3/22/2011 @ 6:00 PM

End Time: 3/22/2011 @ 7:00 PM

Repeat: None

Reminder: 5 minutes before

More Details... OK Cancel

Zimbra: 3/14 - 3/18 - Mozilla Firefox

File Edit View History Bookmarks Tools Help

anl.gov https://zimbra.anl.gov/zimbra/#2

Most Visited Getting Started Latest Headlines

Zimbra: 3/14 - 3/18

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Appointments Search

Mail Address Book Calendar Tasks Documents Briefcase Preferences

New Refresh Delete View Today

2011 Mon, Mar 14 Tue, Mar 15 Wed, Mar 16

5 AM

6 AM

7 AM

8 AM

9 AM

10 AM

11 AM

Noon

1 PM

2 PM

3 PM

4 PM

9:00 AM PC Managers Meeting

10:00 AM google Invitation

12:30 PM Walk at Lunch

3:00 PM Dentist Appointment

9:00 AM IT Group Meeting 401-82100

ZWC: Calendar Permissions

- Calendar can be shared
 - Internal User (specify email as user@zimbra.anl.gov or user@zimbra.aps.anl.gov)
 - External guests, **view-only, with password****
 - **Use a unique password and do not use an ANL or APS password**
 - Public, **view-only, no password required**
- **Note: With “Public” sharing all users can see all events**

Share Properties

Name: Calendar
Type: Calendar

Share with:

- ☒ Internal users or groups
- ☐ External guests (view only)
- ☐ Public (view only, no password required)

Email:

Role

- ☐ None None
- ☒ Viewer View
- ☐ Manager View, Edit, Add, Remove, Accept, Decline
- ☐ Admin View, Edit, Add, Remove, Accept, Decline, Administer

☐ Allow user(s) to see my private appointments.

Message

Send standard message

Note: The standard message displays your name, the name of the shared item, permissions granted to the recipients, and login information, if necessary.

URL

To allow others to access this item, direct them to this URL:

ICS: <http://zimbra.anl.gov/hom...mbra.aps.anl.gov/Calendar>
View: <http://zimbra.anl.gov/hom...mbra.aps.anl.gov/Calendar.html>

OK Cancel

Share Properties

Name: Calendar
Type: Calendar

Share with:

- ☐ Internal users or groups
- ☒ External guests (view only)
- ☐ Public (view only, no password required)

Email:

Password:

☐ Allow user(s) to see my private appointments.

Message

Send standard message

Note: The standard message displays your name, the name of the shared item, permissions granted to the recipients, and login information, if necessary.

URL

To allow others to access this item, direct them to this URL:

ICS: <http://zimbra.anl.gov/hom...mbra.aps.anl.gov/Calendar>
View: <http://zimbra.anl.gov/hom...mbra.aps.anl.gov/Calendar.html>

OK Cancel

Share Properties

Name: Calendar
Type: Calendar

Share with:

- ☐ Internal users or groups
- ☐ External guests (view only)
- ☒ Public (view only, no password required)

URL

To allow others to access this item, direct them to this URL:

ICS: <http://zimbra.anl.gov/hom...mbra.aps.anl.gov/Calendar>
View: <http://zimbra.anl.gov/hom...mbra.aps.anl.gov/Calendar.html>

OK Cancel

Event Privacy

Permissions	Public Events	Private Events
Internal Users-Viewer +Allow users to see Private Events	<div>10:00 AM</div> <div>APS Zimbra Workshop</div> <div>12:00 PM</div>	<div>12:00 PM</div> <div>Dentist appointment</div>
Internal Users-Viewer +Don't allow users to see Private Events	<div>10:00 AM</div> <div>APS Zimbra Workshop</div> <div>12:00 PM</div>	<div>12:00 PM</div> <div><No Subject></div>
External Users-View Only +Allow users to see Private Events	<div>10:00 AM</div> <div>APS Zimbra Workshop</div> <div>12:00 PM</div>	<div>12:00 PM</div> <div>Dentist appointment</div>
External Users-View Only +Don't allow users to see Private Events	<div>10:00 AM</div> <div>APS Zimbra Workshop</div> <div>12:00 PM</div>	<div>12:00 PM</div> <div><No Subject></div>
Public-View Only	<div>10:00 AM</div> <div>APS Zimbra Workshop</div> <div>12:00 PM</div>	<div>12:00 PM</div> <div><No Subject></div>

ZWC: Calendar Roles

- Can assign various Calendar roles when sharing a calendar
 - View = view-only
 - Manager = View, Edit, Add, Remove, Accept, Decline
 - Administrator = View, Edit, Add, Remove, Accept, Decline, Administer
 - Note: A “Manager” can maintain a calendar on behalf of someone else, an “Administrator” can maintain **and share/revoke a calendar** on behalf of someone else

Share Properties

Name: Calendar
Type: Calendar

Share with:
☒ Internal users or groups
☐ External guests (view only)
☐ Public (view only, no password required)

Email:

Role

<input type="radio"/> None	None
<input checked="" type="radio"/> Viewer	View
<input type="radio"/> Manager	View, Edit, Add, Remove, Accept, Decline
<input type="radio"/> Admin	View, Edit, Add, Remove, Accept, Decline, Administer

☐ Allow user(s) to see my private appointments.

Message

Send standard message ▼

Note: The standard message displays your name, the name of the shared item, permissions granted to the recipients, and login information, if necessary.

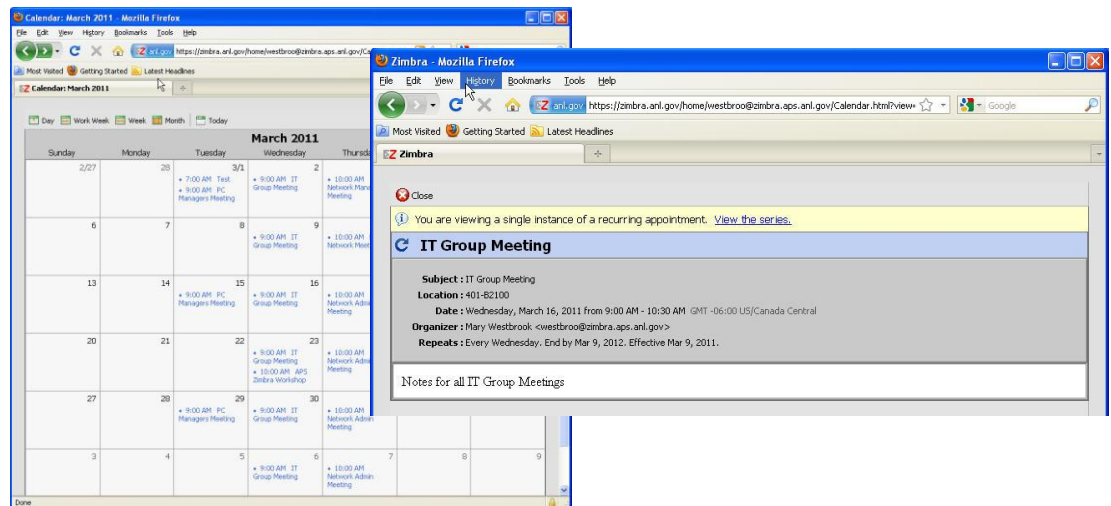
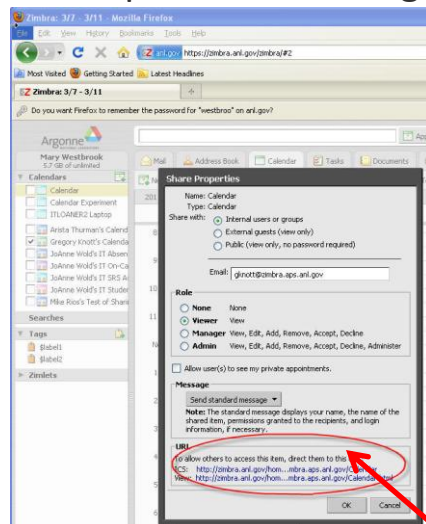
URL

To allow others to access this item, direct them to this URL:
ICS: <http://zimbra.anl.gov/home...mbra.aps.anl.gov/Calendar>
View: <http://zimbra.anl.gov/home...mbra.aps.anl.gov/Calendar.html>

OK Cancel

ZWC: Sharing a Zimbra Calendar Using URL

- Can share your calendar “view only” by providing a URL
 - Web page
 - Email
- Personal Calendar
 - <https://zimbra.anl.gov/home/username@zimbra.aps.anl.gov/Calendar.html>
- Other Calendars
 - <https://zimbra.anl.gov/home/username@zimbra.aps.anl.gov/calendar-name.html>



Click on link, cut-and-paste into email

Calendar Permissions

- If your calendar has not been shared to a user (either as individually or shared to public) they cannot view your calendar using URL
- They receive this error message:



Who have I shared my calendar with?

The screenshot shows the Zimbra web interface in a Mozilla Firefox browser window. The address bar displays `https://zimbra.anl.gov/zimbra/#6`. The main content area shows the "Calendars" section for "Mary Westbrook" (5.7 GB of unlimited). A red circle highlights the "Calendars" list, and another red circle highlights the "Edit Properties" link for the "Calendar" entry. A "Folder Properties" dialog box is open, showing the "Properties" tab. The "Name" is "Calendar", the "Type" is "Calendar", and the "Color" is "Cyan". The "Sharing for this folder" section is also highlighted with a red circle, showing two users: "mrios@zimbra.it.anl.gov" (Viewer) and "gknott@zimbra.aps.anl.gov" (Viewer). The "Add Share..." button is visible at the bottom of the dialog. The background shows a calendar view with events like "IT Group Meeting" and "lunch with Dad".

Folder Properties

Properties

Name: Calendar
Type: Calendar
Color: Cyan
☐ Exclude this calendar when reporting free/busy times

Sharing for this folder

User	Role	Actions
mrios@zimbra.it.anl.gov	Viewer	Edit Revoke Resend
gknott@zimbra.aps.anl.gov	Viewer	Edit Revoke Resend

Add Share... OK Cancel

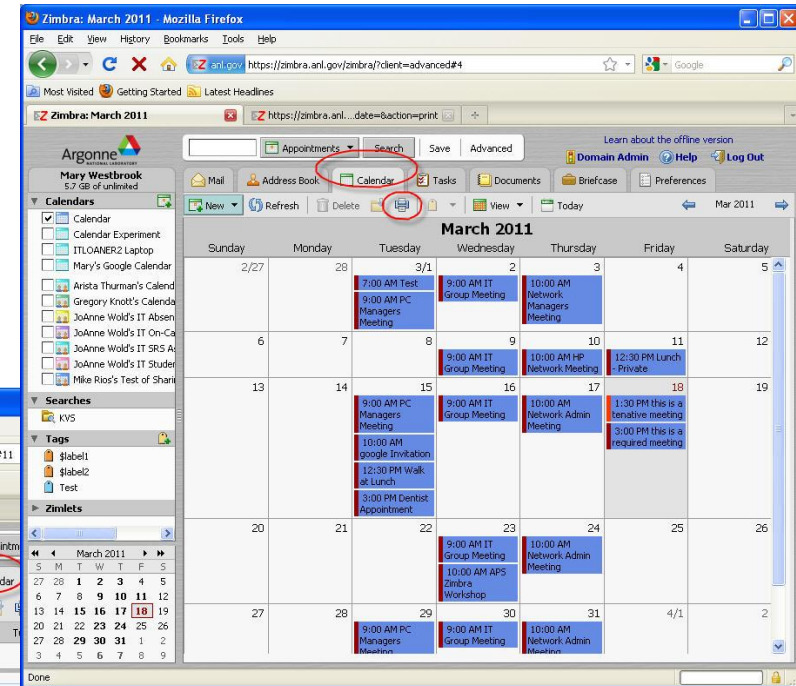
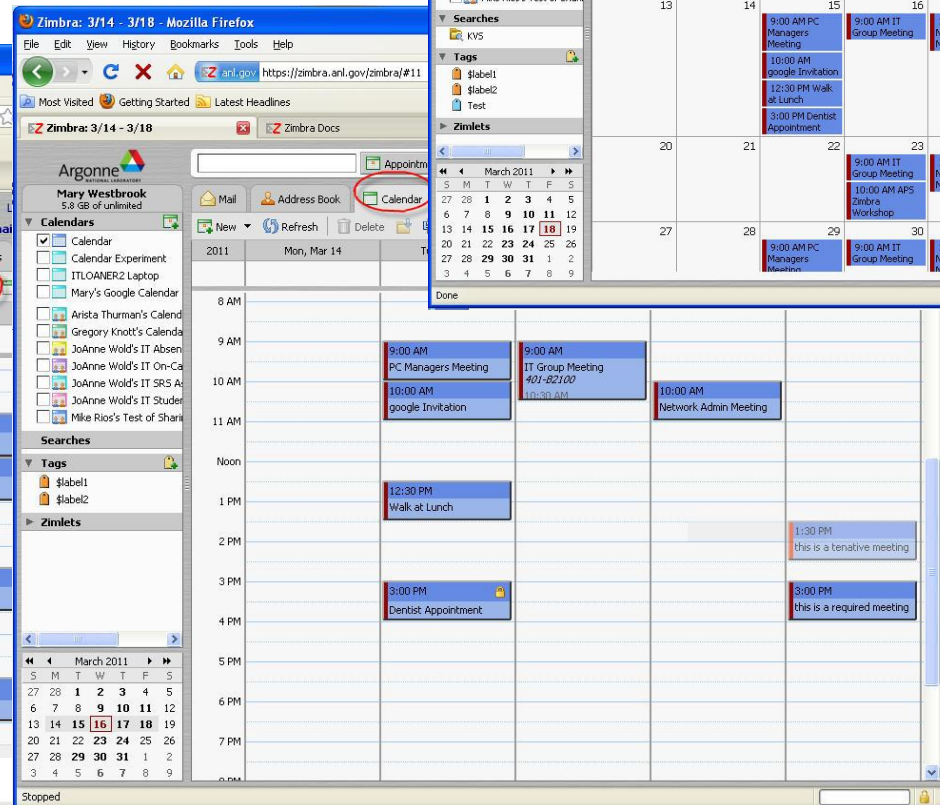
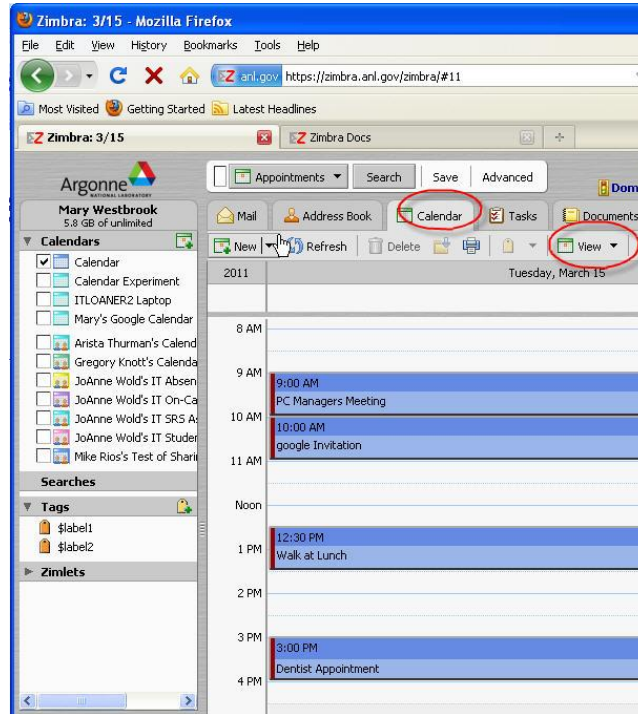
ZWC: Browsing Calendars

- Limited calendar browsing: can browse personal and resource calendars
 - New->Appointment, “Find Attendees”, search “name”
 - “name” can be person’s name (or portion of name), which refers to their personal calendar
 - “name” can be conference room name (or portion of name, like building)
- Can not browse other user-created calendars
- No way to browse all calendars



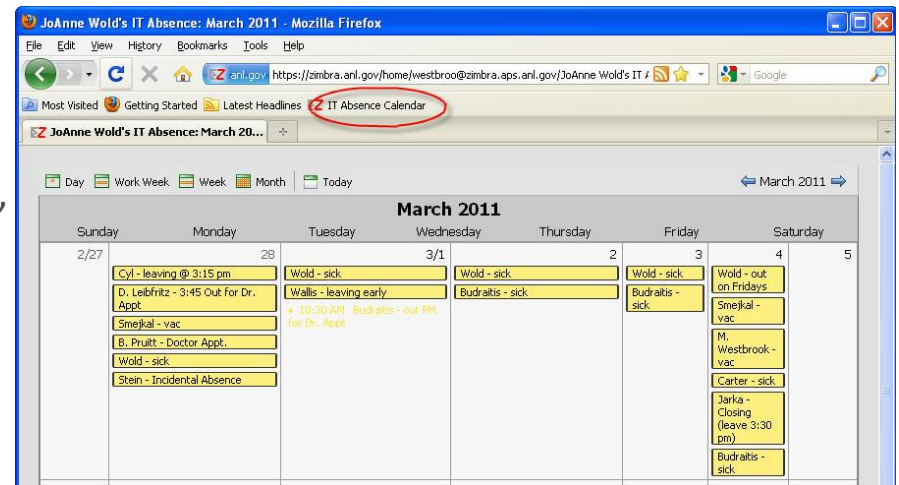
ZWC: Calendar Views & Printing

- Calendar Tab->View
 - Select Day, Work Week, Week, and Month
- For best print results, click on “print” icon
- Can’t print “List” view



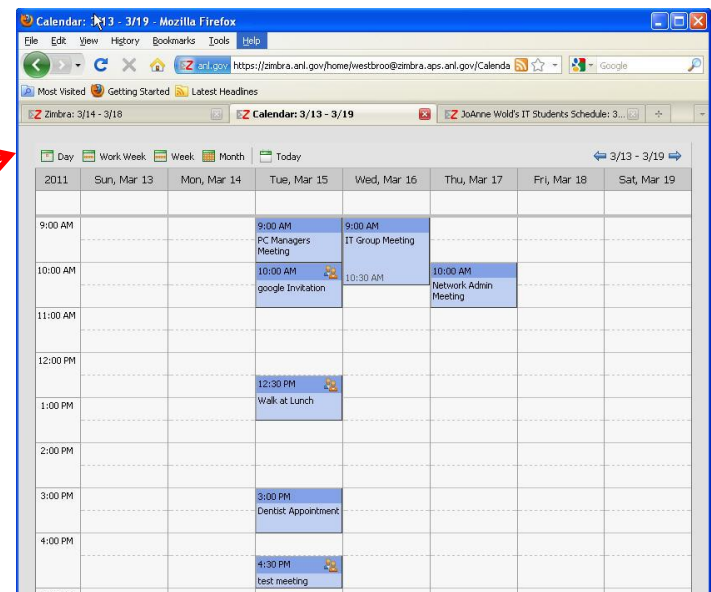
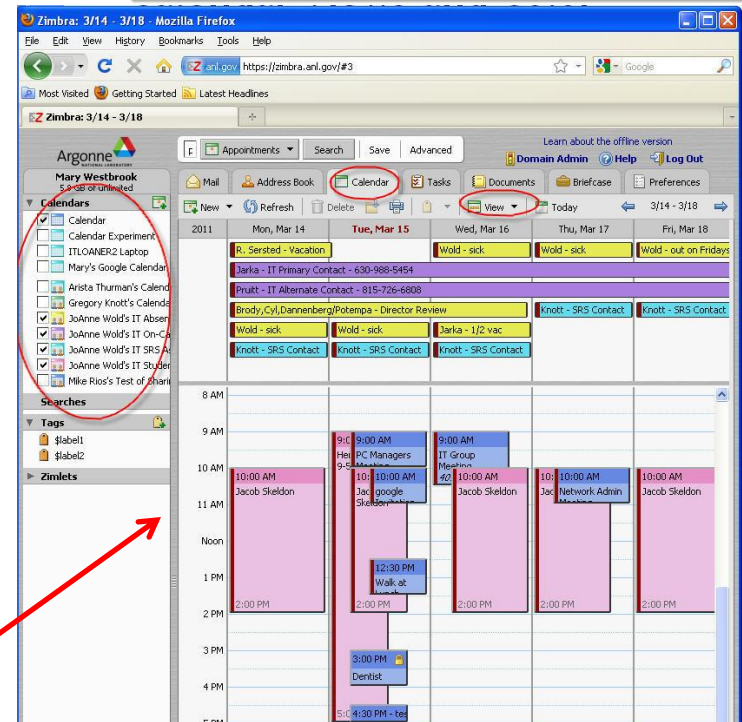
ZWC: Bookmark Calendars

- You can easily bookmark any calendars for quick reference
- Launch browser, Firefox
 - Right-click on Calendar in Overview Pane
 - Select “Launch in Separate Window”
 - Select appropriate view (day, week or month)
 - Cut the URL from the browser “Go to” field
 - Right-click on the Bookmarks Toolbar and select “New Bookmark”
 - Give the new bookmark a name
 - Paste the URL into the “Location field”
 - Click on Add
 - Later, you can click on the shortcut to view calendar
 - Current tab
 - Right-click on shortcut to view calendar
 - New tab
 - New window



ZWC: Calendars and Color

- Colors can be used to quickly distinguish between different calendars
- Set/change calendar color:
 - When you **create** calendar
 - When you **accept** a calendar share
 - Right-click on the calendar and select **“Edit Properties”** and change color
- If calendar colors get “too busy”, can view calendar in a separate window
 - “Right-click” on calendar,
 - Select “Launch in Separate Window”



Schedule a Meeting

Schedule a Meeting



- Recommended Procedure for Scheduling a meeting:
 - 1 In Calendar Tab, New->Appointment
 - 2 In Appointment Details Tab, enter Subject: “Meeting name”
 - 3 Find Attendees Tab->Enter attendee name->Search->Add
 - 4 Find Conference Room, Enter Conference Room name->Search->Add
 - 5 Schedule a time available for all, Schedule->Make any needed changes
 - 6 Save
 - 7 Check your calendar
- Zimbra advantage:
 - Can easily check availability by viewing multiple calendars (attendees and conference rooms) to see potential scheduling conflicts **across the Laboratory**
 - Can add an event on multiple calendars at once
 - No need to send email messages to participants, this is done automatically by Zimbra
 - **Can attach meeting agenda (or other files) to appointments**
- Zimbra disadvantage:
 - Multiple email messages, may need to accept meeting multiple times
- **View Online demonstration of Scheduling a Meeting at:**
https://webapps.inside.anl.gov/cis_unix/download/zimbra-howto-tmp/HOWTO_Schedule_a_Meeting/Zimbra_Web_Client



Schedule a Meeting

Step 1: Access the Calendar

The first screenshot shows the Zimbra web interface. The **Calendar** icon in the top navigation bar is circled in red. Below it, in the left sidebar, the **Calendar** link is also circled in red.

Step 2: Enter Appointment Details

The second screenshot shows the **Appointment Details** form. The **Schedule** button is circled in red. The *** Subject** field contains "Special Meeting". The **Start** date is 3/7/2011 at 3:00 PM, and the **End** date is 3/7/2011 at 3:30 PM. Both date and time fields are circled in red.

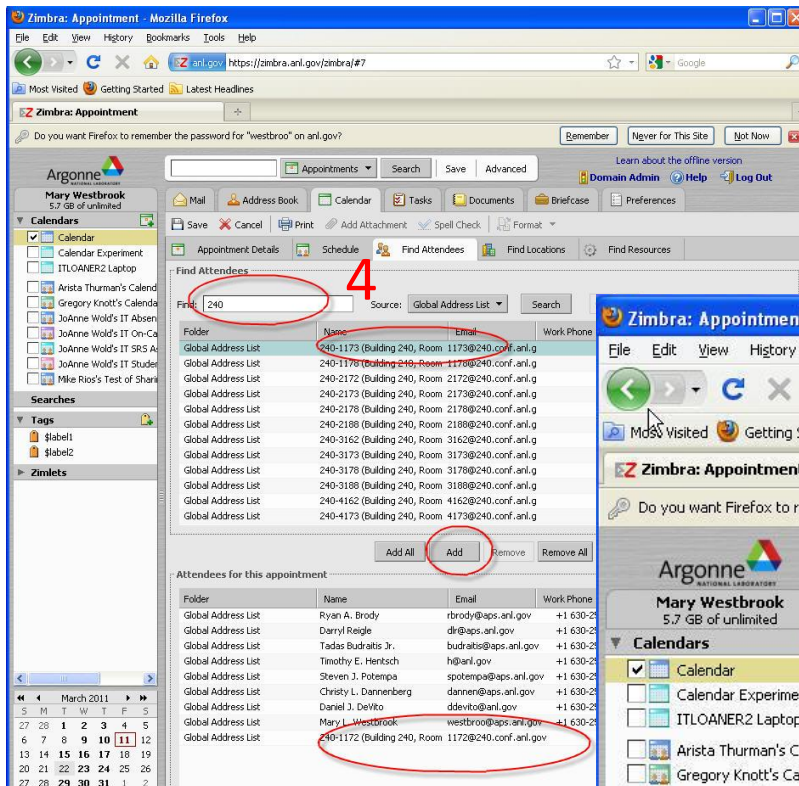
Step 3: Add Attendees

The third screenshot shows the **Find Attendees** section. The **Find** text box contains "Westbrook" and the **Search** button is circled in red. Below, a table lists potential attendees:

Folder	Name	Email	Work Phone	Home Phone	Status
Global Address List	Jane M. Westbrook	jwestbrook@purdue.edu			Free
Global Address List	Mary L. Westbrook	maryl@aps.anl.gov	+1 630-252-8914		Free
Global Address List	Matthew C. Westbrook	mwestbrook2010@	+1 630-272-5014		Free

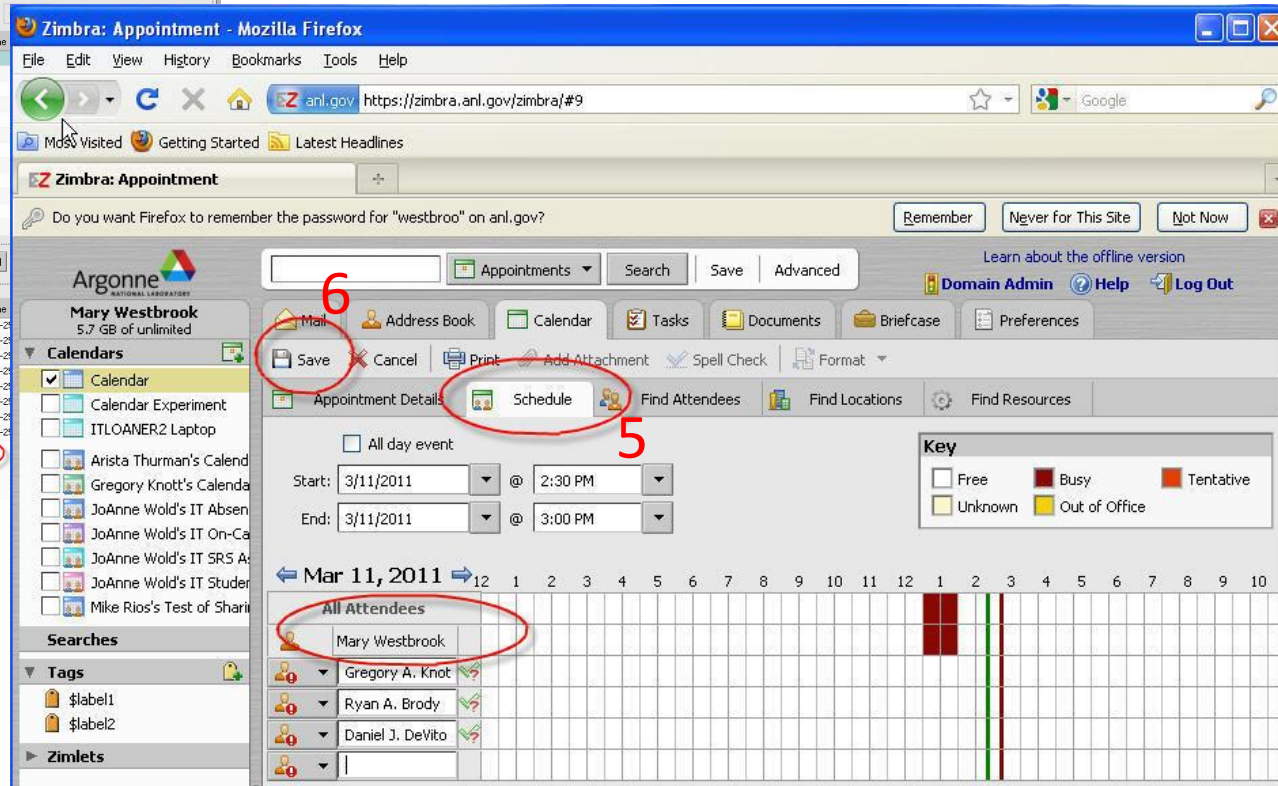
Below the table, the **Add** button is circled in red.

Schedule a Meeting



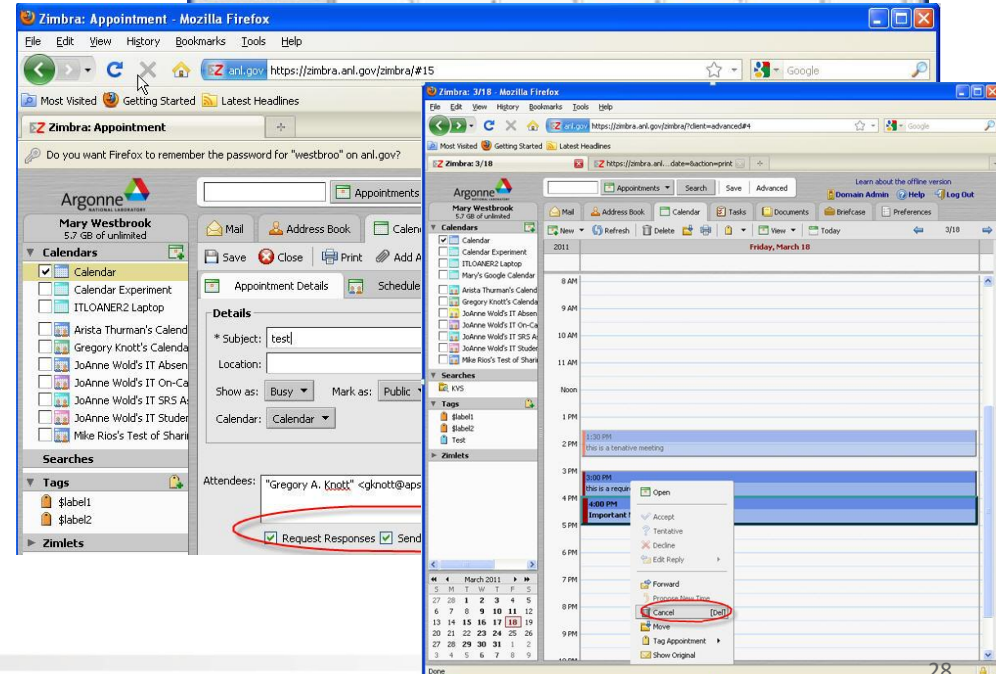
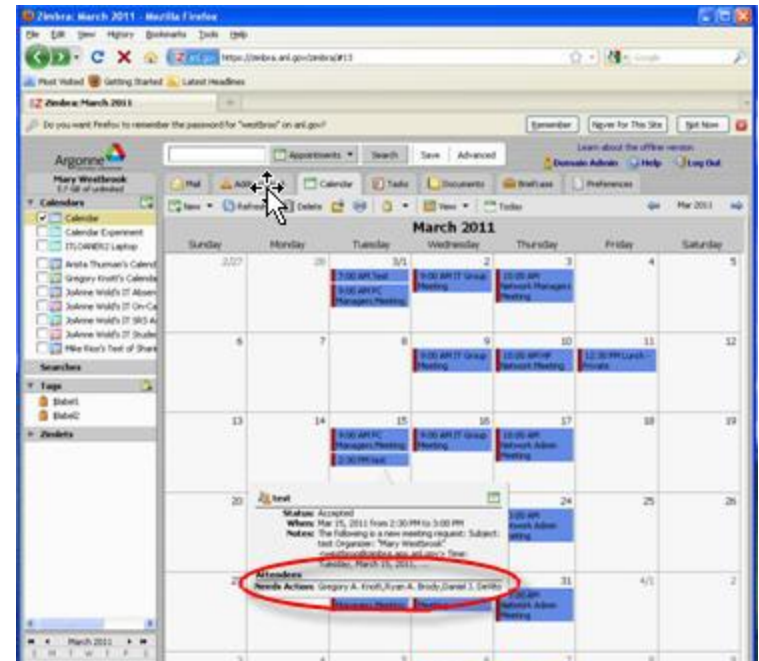
4 Appointments using resources (Conference Rooms) should be entered by including the resource on the attendee list

5 Use the Schedule tab to see "free/busy" info



Schedule a Meeting - More

- Hover over calendar event to view details
- Needs action: List of Attendees
 - these attendees have not yet responded
- To cancel a meeting, right-click on meeting
 - Select “Cancel”
- To cancel an appointment, right-click on appointment
 - Select “Delete”

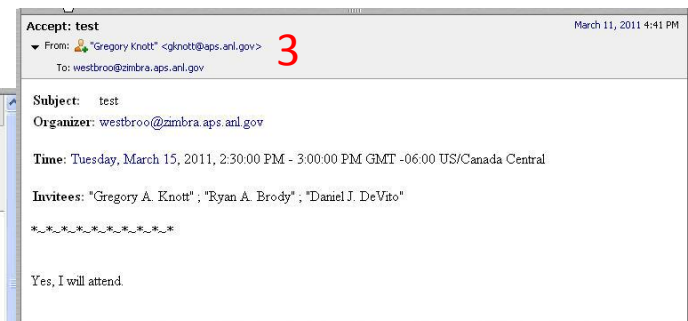
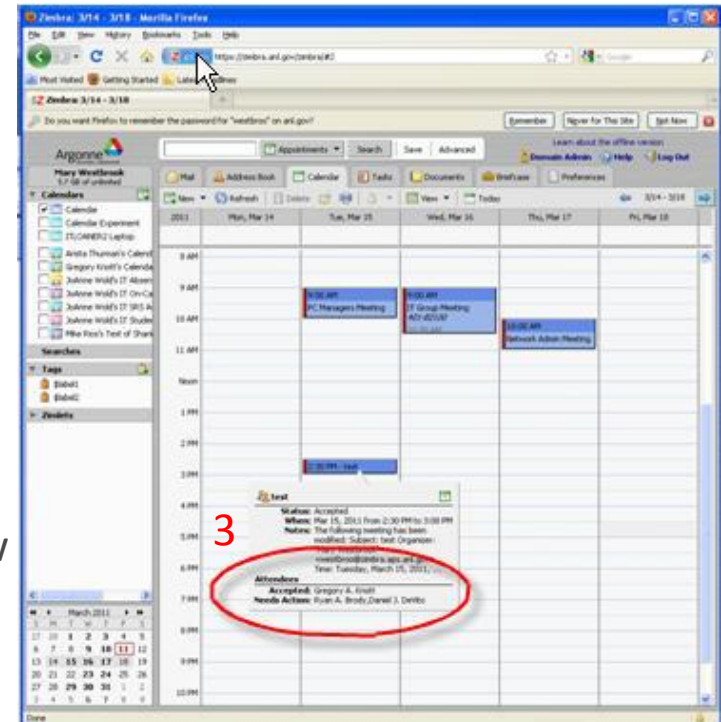


ZWC: Respond to an Invitation

1. User receives an email invitation
2. User responds to invitation **using ZWC ONLY**
 1. Accept
 2. Tentative
 3. Decline
3. Meeting organizer receives an email and can view updates on the calendar

NOTE: **Can change your response later**

If meeting is changed, will need to accept again
When respond, email goes into Trash folder



Zimbra and Google

Google User Can Invite Zimbra Users and vice versa

- Google users can invite Zimbra users
 - Step 1: From Google login, configure meeting on Google Calendar, add user@zimbra.anl.gov as guest
 - Step 2: Confirm you want the invitation sent to guests
 - Step 3: user@zimbra.anl.gov may notice a new appointment on their calendar that needs to be accepted or declined
 - Step 4: user@zimbra.anl.gov will receive an invitation by email, they need to accept or decline
 - Step 5: user@zimbra.anl.gov will notice that the meeting has been accepted on his calendar
- Zimbra users can invite Google users
 - Add Google user (user@gmail.com) is in your contacts list
 - Setup meeting as usual
 - Invite google user by searching your contact list
 - Google user will receive email invitation, they need to accept or decline
- Should also be possible with other Mail/Calendar accounts
- **Default calendar permissions allow internal and external users to invite Zimbra users to meetings**



Google Users can Invite Zimbra Users

Google Calendar - Mozilla Firefox

Send invitations?
Would you like to send invitations to guests?

1

Add guests
westbrook@zimbra.anl.gov

2

3

4

5

Google Invitation

Invited by Google user

When: Tue Mar 15 10am - 11am Central Time

Where: B2100 (map)

Calendar: westbrook@zimbra.anl.gov

Who:

- mary westbrook - organizer
- westbrook@zimbra.anl.gov

Going? Yes - Maybe - No more options »

Invitation from Google Calendar

You are receiving this courtesy email at the account westbrook@zimbra.anl.gov because you are an attendee of this event.

Zimbra: 3/14 - 3/18 - Mozilla Firefox

3

5

google Invitation

Organizer: mary westbrook

Status: New

When: Mar 15, 2011 from 10:00 AM to 11:00 AM

Location: B2100

Notes: Invited by Google user View your event at ...

google Invitation

Organizer: mary westbrook

Status: Accepted

When: Mar 15, 2011 from 10:00 AM to 11:00 AM

Location: B2100

Notes: Invited by Google user View your event at ...

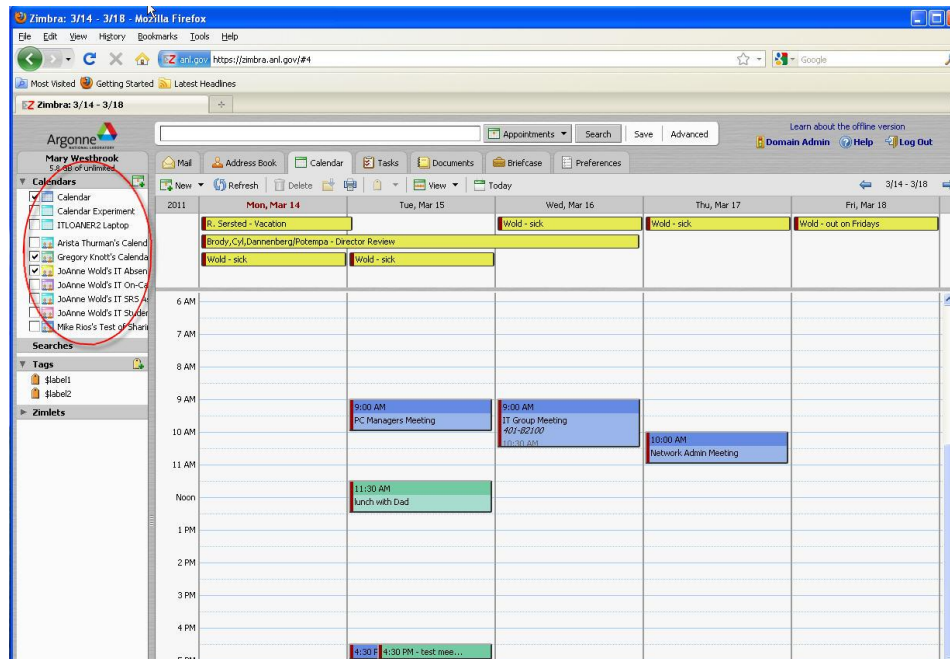
Sync Zimbra Calendar to a Google Calendar

- You can share your Google calendar with Zimbra. Here's how:
- Create a Google calendar
 - On the left hand side under “My Calendars”, click on Settings and then the Calendar name
 - Scroll down the page to the Private Address line and then click on the ICAL icon to get the [ICS address](#) for the new Google calendar
- Go into Zimbra add a new calendar
 - Select the Synchronize with remote calendar and put the [address](#) in.
- Caveats:
 - You can't make changes to the Google calendar
 - Not sure how often Zimbra syncs
 - Can force sync by reloading the calendar
- **Courtesy: Zimbra/Google Calendar Sync is not officially supported by APS IT or ANL CIS staff**

Miscellaneous Calendar Topics

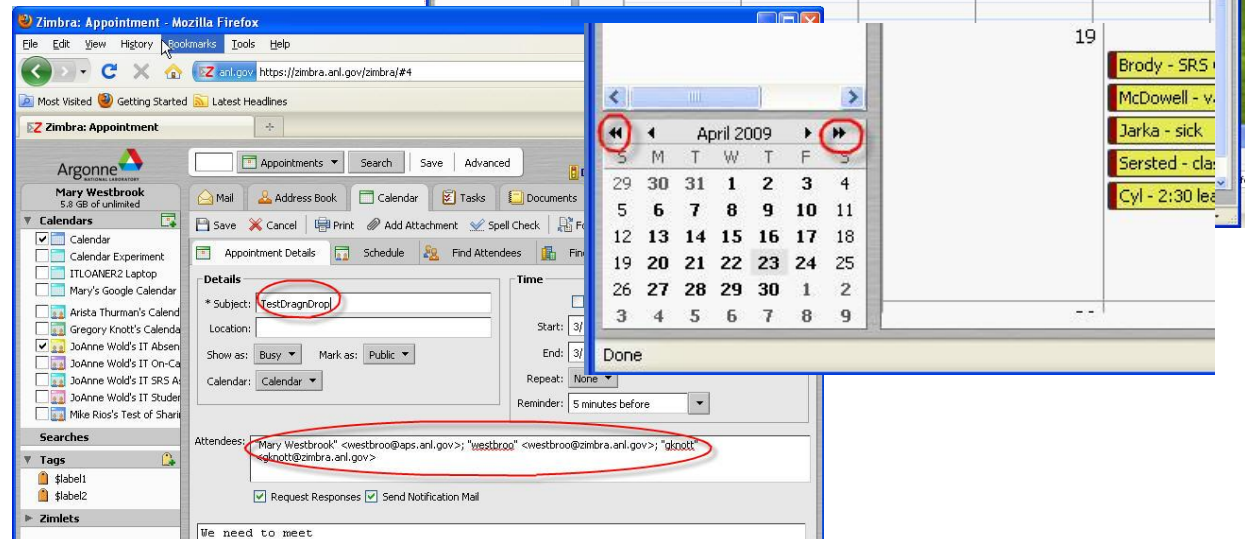
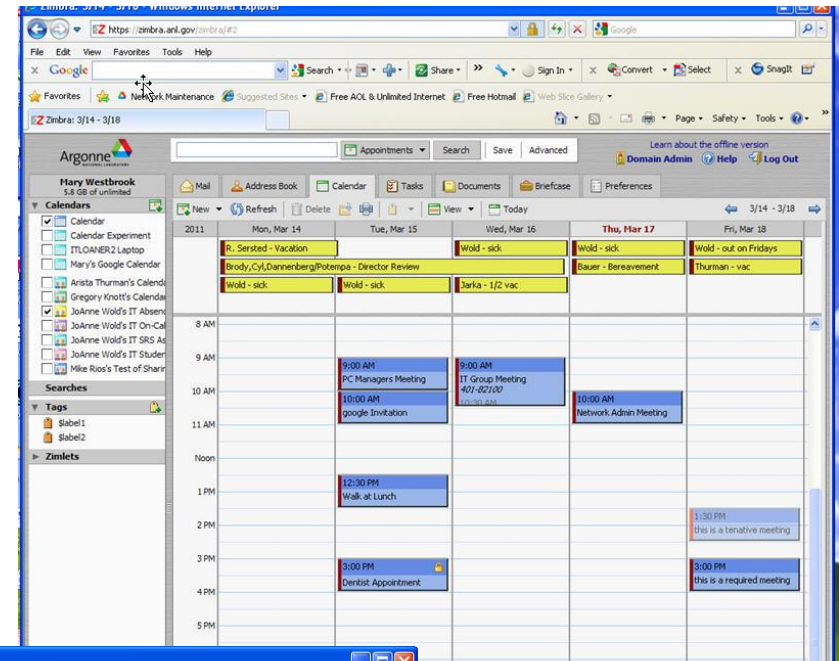
ZWC: No Need for Group Calendars

- Not referring to Group calendars, like XSD Travel, AES Absence, etc.
- Concept of a “Group” calendar from the Sun Calendar System
- Named collection of calendars by individual for their convenience
- Not needed in Zimbra, can view multiple calendars easily



Check out the Mini-Calendar

- Hover over date to see calendar appointments
- Turn a message into an appointment
 - Within ZWC, can “drag-n-drop” an email message to a date on the mini-calendar
 - Automatically brings up the appointment details
- Can advance calendar a year at a time using mini-calendar “double-arrow” keys

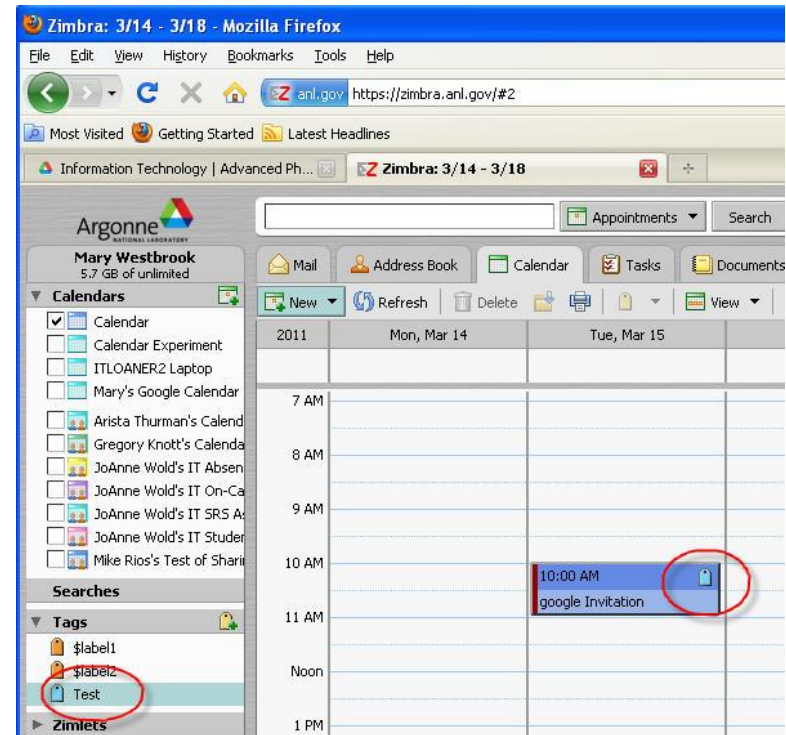
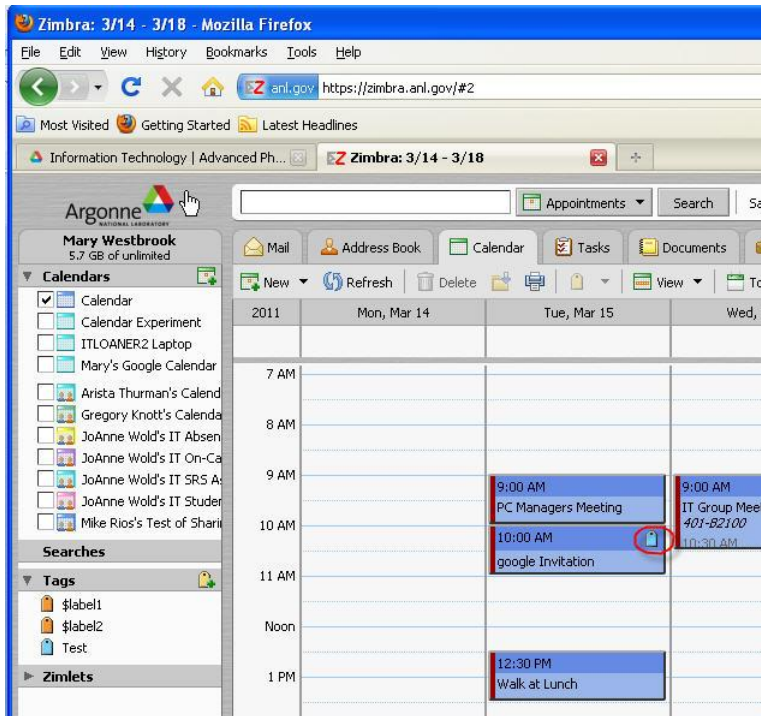


Modifying Default View of ZWC

- Try and bookmark these URLs:
 - Start ZWC with Calendar view
 - <https://zimbra.anl.gov/zimbra/?app=calendar>
 - Start ZWC with Contacts view
 - <https://zimbra.anl.gov/zimbra/?app=contacts#1>
 - Start ZWC with Documents view
 - <https://zimbra.anl.gov/zimbra/?app=documents#1>
 - Start ZWC with Tasks view
 - <https://zimbra.anl.gov/zimbra/?app=tasks#1>
 - Start ZWC with Briefcase view
 - <https://zimbra.anl.gov/zimbra/?app=briefcase#1>
 - Start ZWC with Mail view (default)
 - <https://zimbra.anl.gov/zimbra/?app=mail#1>

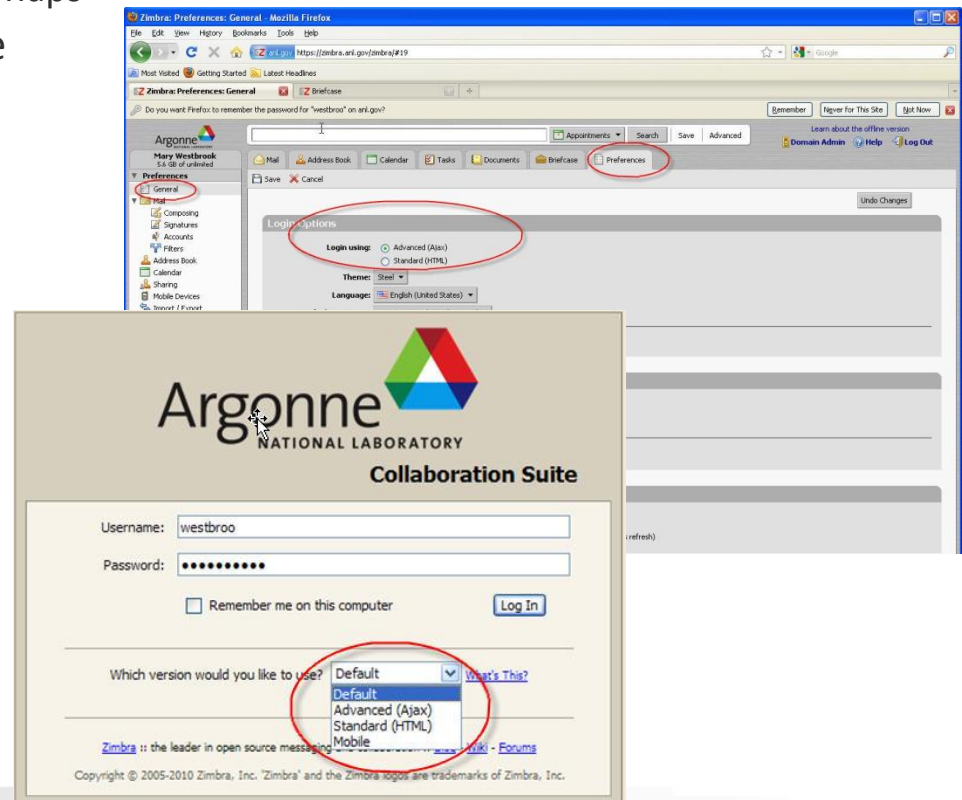
ZWC: Calendar Search

- Can search forward and backward in time, by Day, Week, Month
- Can return to “Today”
- Can not go to “Date”
- Tagging calendar events makes them easily searchable



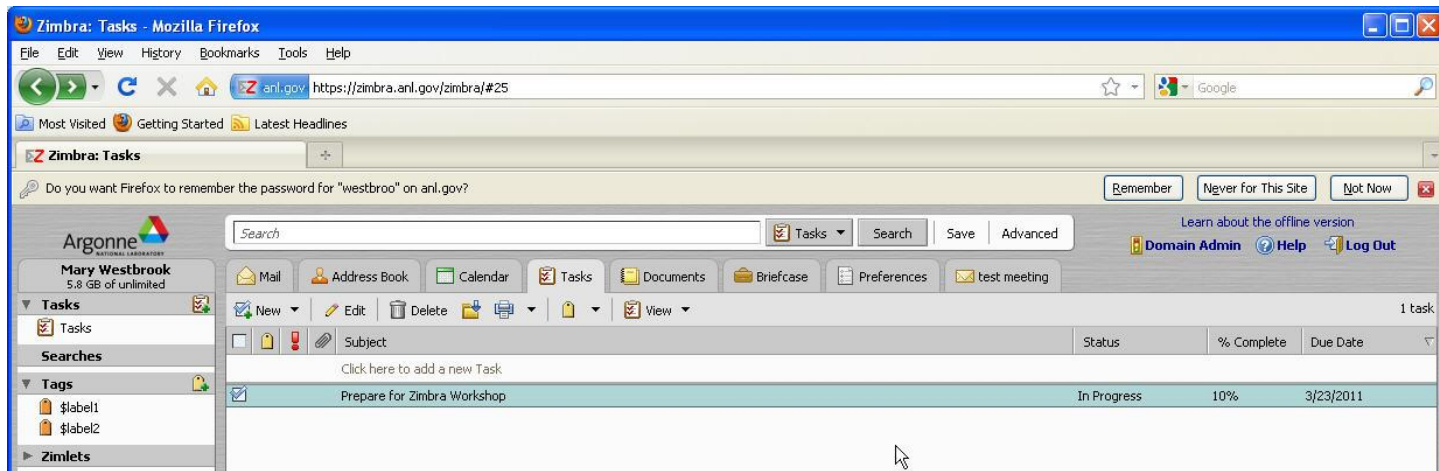
Zimbra HTML

- ZWC is an AJAX-based web interface
 - AJAX stands for Asynchronous Javascript and XML
 - **AJAX simply means that the web page can be more responsive and act more like an application without always requiring us to click on links and reload page**
 - For example, AJAX used by Google Maps
- By default, ZWC is configured to use “ajax”
 - Preferences->General
 - Can switch to Zimbra HTML
 - May need to reload or logout/login
- Some users prefer HTML calendar format
 - Preferences->General, or
 - Select Standard (HTML) on login (preferred)



ZWC: Tasks

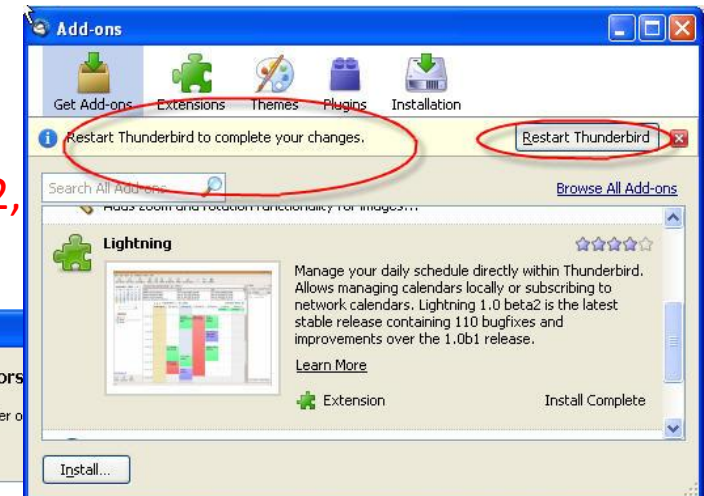
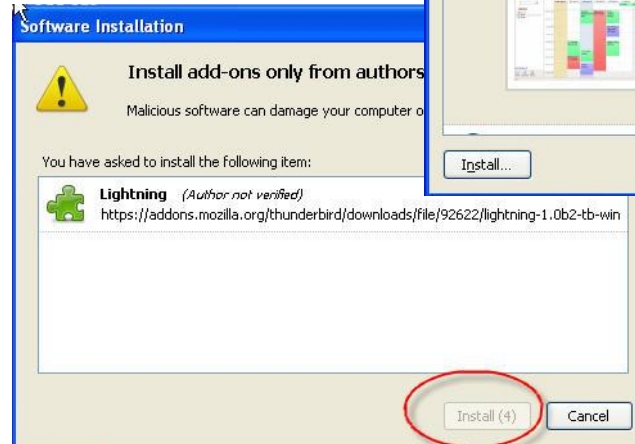
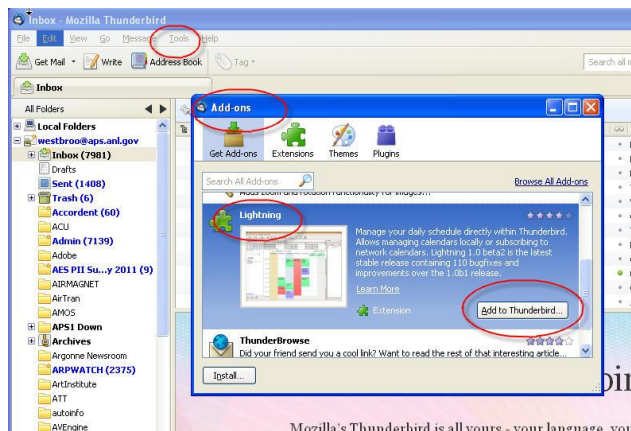
- Tasks or "to do's", or things which need to be accomplished, can be maintained and tracked within the ZWC
- Tasks can be shared using the ZWC



Thanks, Tim!

Calendar with Thunderbird Add-on Lightning

- Install Thunderbird Add-on
 - Download Lightning from:
<https://addons.mozilla.org/enUS/thunderbird/addon/lightning/>
 - In Thunderbird, open Tools->Add-ons
 - Click install, browse to downloaded file, OK
- Configure Thunderbird (next slide)
- Courtesy: Tested with TB 3.1.7 and Lightning 1.0b2, not officially supported by APS/IT or CIS



Notoriously buggy!

Configure Thunderbird with Lightning

1. In the Thunderbird interface, click on the **Calendar** button in the **Events and Tasks** menu.

2. Click on **New** in the menu bar, then select **Calendar...**.

3. In the **Create New Calendar** dialog, select **On the Network**.

4. In the **Create a new calendar** dialog, select **iCalendar (ICS)** as the format.

5. In the **Create a new calendar** dialog, enter the name **MW Zimbra Calendar** and the location **https://zimbra.anl.gov/home/westbroo@zimbra.aps.anl.gov/Calendar**.

6. In the **Edit Calendar** dialog, check the **Show Alarms** option.

7. In the **Authentication Required** dialog, enter the username **westbroo** and the password.

Zimbra for MAC Users

Settings for MAC OS X Calendar Program

1. Under Preferences->Accounts (add by clicking "+")
2. Select Account type: CalDAV
3. Fill in the following:

Username: Your ANL_user_name (no @ sign, no domain)

Password: Your ANL_domain_password

Server address:

https://zimbra.anl.gov/principals/users/ANL_user_name@zimbra.aps.anl.gov

NOTE: Replace ANL_user_name with your ANL user name. There is no slash at the end of the URL

4. Click "Create"
5. Once the account is added, a list of available calendars will be listed on the left pane of the iCal window. All calendars are displayed by default.



Zimbra and Sun Calendar Feature Comparison

Feature	Zimbra Calendar	Sun Calendar
Use of different calendar color(s)	X	
View another calendar (by default)	X	
View calendar tab (by default)	X	
Add general comments/notes to a specific day	X	
Add URL to an appointment/meeting	X	
Selective remove certain dates from a recurring meeting, while maintaining history	X	
Search for attendees	X	X (flakey)
Vendor provided User's Guide	X	
Remote Access	Using ZWC and TB, no need to VPN/CryptoCard or access APS Web Portal	Access via VPN/CryptoCard or via APS Web Portal
Ability to search all calendars		X (flakey)
"Go to" calendar date		X
Calendar reminders via email/page	Coming with v7.0	X
Web interface login timeout	6 hr inactivity timeout (with software updates need to re-login)	Set to 1 week

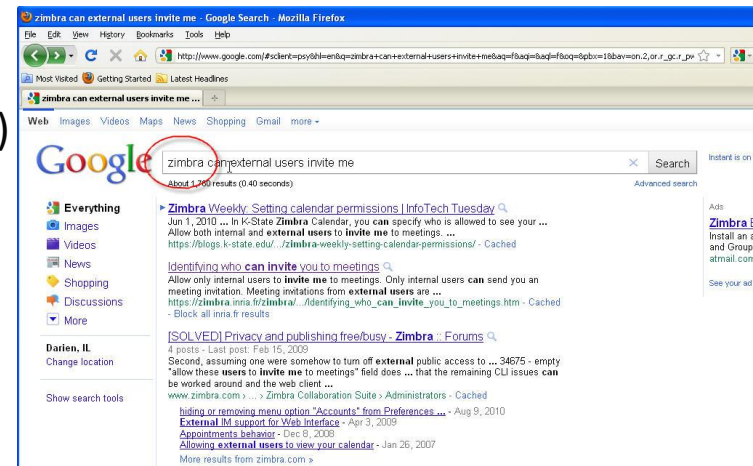


Help with Zimbra

Zimbra - Where to get help?



- ZWC Help Feature – check it out!
- APS Zimbra Wiki
 - <http://wiki.aps.anl.gov/zimbra> (Soon: <https://wiki.aps.anl.gov/zimbra>)
- ANL Zimbra Wiki
 - https://wiki.anl.gov/public/CIS_Email_Services/Zimbra_User_Documentation
- ANL Zimbra User FAQ
 - https://wiki.anl.gov/public/CIS_Email_Services/Zimbra_User_Documentation/FAQ
- Zimbra User's Guide
 - http://www.aps.anl.gov/APS_Engineering_Support_Division/Information_Technology/Service_s/Email/ZWC%20User%20Guide_6_0.pdf
- Zimbra Wiki, open-source community
 - <http://wiki.zimbra.com>
- Open a support request with APS IT (client side)
 - <http://www.aps.anl.gov/hd>
- APS IT will contact CIS, if needed (server side)
- Note: Users may not contact CIS directly regarding Zimbra
- You can always Google it!



APS Zimbra Wiki

- Lots of helpful Zimbra information is found on the APS Zimbra Wiki
 - Migration instructions
 - Email client configuration details
 - How to configure automatic Laboratory user email address lookups
 - Address book import/export information
 - Platform-specific information
 - For example, how to configure Mac OS X calendar program to access Zimbra calendar
 - How to configure your mobile device to sync with Zimbra mail
 - And, more...
- This presentation and all future Zimbra documentation will be published on the APS Zimbra Wiki:

<http://wiki.aps.anl.gov/zimbra>

Bookmark it!

Thank You

- Thanks for your kind attention!
- We are all continually learning new things about Zimbra, as we do we will be updating the APS Zimbra Wiki: <http://wiki.aps.anl.gov/zimbra>
- For assistance open a support request at <http://www.aps.anl.gov/hd>
- Check out the origin of “Zimbra”:
 - <http://blog.zimbra.com/blog/archives/2005/09/so-whats-a-zimbra.html>

Happy  Zimbra'ing!

